



## Deputy Clerk Office of the Clerk Wisconsin Court System

The Office of the Clerk for the Wisconsin Supreme Court and Court of Appeals is seeking qualified candidates for a full-time **Deputy Clerk**. If you have experience providing administrative assistant with a wide variety of record keeping duties, we encourage you to apply.

The Clerk's Office accepts documents for filing and is the repository for all documents filed with the Wisconsin Supreme Court and Court of Appeals. It is responsible for attorney administration matters. Additionally, it maintains files for the Supreme Court on all rules proceedings, including petitions for new Supreme Court rules or for changes in the rules of pleading and practice or civil procedure.

**LOCATION:** Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. The position is headquartered in Wisconsin and selected candidates may be expected to report to office locations in Wisconsin on short notice. Employees residing outside the state of Wisconsin are not eligible for full-time remote work.

**SALARY:** \$62,067 to \$66,518 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

### RESPONSIBILITIES:

1) Oversees and maintains all the record keeping systems on all cases in the Wisconsin Appellate Court System. 2) Disseminates information regarding the rules and procedures of the Wisconsin Appellate Court System. 3) Develops quality assurance procedures and processes to improve the overall quality of SSCA services. 4) Responsible for contributing to the strategic vision, program, and policy manuals. 5) Provides back-up assistance to Publications Clerk and other staff members when required.

### QUALIFICATIONS:

**Required:** 1) Knowledge and adherence to Wisconsin Statutes, Supreme Court Rules, operating procedures for the Appellate Courts, legal documents and terminology, sensitive and confidential matters and files. 2) Ability to read and interpret legal documents of varying types and complexity. 3) Excellent verbal and written communication skills. 4) Ability to communicate respectfully and maintain effective working relationships with co-workers, justice partners, customers, judicial officers and all agencies. 5) Ability to work under pressure and be adaptable to new technology, electronic filing, and document management. **Preferred:** 6) Degree/Certificate in Paralegal studies or similar field. 7) Paralegal Certification. 8) 4 years of experience in the legal field. 9) Considerable knowledge of the Wisconsin Statutes, Court procedures, and policies, legal documents, and terminologies.

### SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

### TO APPLY:

Please submit a cover letter, resume, and a minimum of three professional references in a **single .pdf document** indicating the position **#26-2639 Deputy Clerk** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

### DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on October 12<sup>th</sup>, 2026. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at [www.wicourts.gov](http://www.wicourts.gov).

*Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.*

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**